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MARICOPA COUNTY TRAVEL MANUAL

I. Purpose

This manual has been prepared for the purpose of providing a comprehensive and understandable guide to be utilized in the management of travel activities for Elected Officials, Special Districts and employees. This manual is intended to support the policy information contained in the General Travel Policy - A2313 (Policy). The focus of this manual is to provide a step by step process for a Travel Coordinator to follow when managing a travel request. Although some of the information contained within the manual is also included in Policy, the Travel Coordinator should utilize the Policy for specific policy resolution/issues.

To ensure an effective Travel Management Program, each Department/Special District will identify and establish a Departmental Travel Coordinator (Coordinator). This manual will provide the Coordinator with valuable information to develop, implement and maintain an effective Travel Management Program.

Periodically the County/Special Districts may finance the travel expenses of employees for the purposes of educational seminars, conferences and training. In addition, the County/Special Districts may finance the travel associated with the handling of legal matters and investigations of cases pending trial or the extradition of individuals.

The following is a listing of the specific issues relating to travel as defined in the Policy, Section II.

- A. Travel is warranted when personal contact is the most effective method of conducting official government business.
- B. The purpose of the travel must be for the public's benefit and related to the Department/Special District's business activities.

- C. Travel must be completed within the Department/Special District budget approved by the Board of Supervisors or appropriate Special District Board of Directors.
- D. When travel is justified, signature of the appropriate Approval Authority is required **prior** to travel.
- E. All authorized travelers, when representing the County/Special Districts in travel status, may claim allowances and expenses and be reimbursed as provided by law and County/Special District policy.
- F. Claims for unauthorized travel expenses will not be honored and are not reimbursable.
- G. The travel must be at least 50 miles away from the traveler's designated duty post or residence, whichever point is authorized by the Approval Authority, and the period of travel is expected to last a minimum of 12 hours. (Some exceptions apply – see Policy, Section VI.B.2.a.)
- H. A local conference and/or seminar is not considered travel.
- I. Attendance at conferences, seminars, and meetings should only be approved when essential contacts can be made or significant information obtained which is important to the operation of the Department/Special District or to the enhanced performance of the individual(s).
- J. Departments/Special Districts should send the fewest number of individuals possible to the same seminar, conference, or meeting.
- K. Travel may only be arranged by the Department/Special District Travel Coordinator or other authorized person as designated by the Approval Authority.

- L. When making travel arrangements, it is the responsibility of the employee to notify the Department/Special District Travel Coordinator of any reasonable accommodations that may be needed under the Americans with Disabilities Act. The Coordinator will then ensure reasonable accommodation requests are coordinated with travel, transportation, lodging, meals and conference officials, as necessary, so they may comply with the needs of the employee.
- M. Under no circumstances, shall expenses for personal travel be charged to, or be temporarily funded by, Maricopa County or any Special District. Any violations will be referred to the appropriate departmental authority for any necessary action.
- N. Travelers who knowingly and willfully submit falsified travel claims shall be referred to the appropriate Departmental/Special District authority for any necessary action.
- O. All authorized travelers, when representing the County/Special Districts in travel status, are covered under workman's compensation in the event an injury occurs while in travel status. Please contact Human Resources – Total Compensation regarding specific questions.

II. References

The information in this manual is in compliance with the following Maricopa County Policies and Procedures:

A2302	Use of County Owned Vehicles
A2303	County Car Pool
A2304	Vehicle Accidents
A2307	Out of County Use of County Vehicles
A2308	Seat belt usage
A2313	General Travel Policy
A2324	Use of Private Vehicle for County Business

Any policy type issues should be addressed utilizing the aforementioned policies.

In order to provide consistency with other governmental entities, the Federal Travel Management Policy is utilized in the determination of Meal and Incidental Expenses (MI&E) and lodging. The Federal Travel Management Policy can be located at www.policyworks.gov.

The manual is in compliance with the Travel section of the Uniform Accounting Manual for Arizona Counties (UAMAC). To view the UAMAC online, visit Internet site: www.auditorgen.state.az.us/manuals

III. Definitions

Many of the following terms are used throughout the Travel Manual and are included in the Policy:

Allowance: A fixed amount of money permitted.

Approval Authority: An Elected Official, the County Administrative Officer (CAO), Chief Officer, Chief Deputy, or Department/Special District Director as appropriate in relation to the traveler. Generally, the Approval Authority is the next highest level in the organization above the traveler. Specifically, (unless otherwise designated in writing pursuant to Section IV.B.) Approval Authorities are as follows:

- Elected Official or Chief Deputy for all employees in an elected official's office. (See Section X of Policy A2313 for Elected Officials)
- Board of Supervisors Chairman for the CAO.
- The CAO for Chief Officers and CAO Direct Reports.
- Chief Officers for all Direct Reports and Department Directors within their agency.
- Department Directors for all employees within their department.
- Superior Court Presiding Judge or designee for Judicial Branch employees.
- Board of Directors Chairman or Chairman's designee, for Special District Chief Executives.

Commercial Establishment: A recognized and accepted business that provides goods and/or services.

Contract Employee: There are two types of "contract" individuals in Maricopa County and Special Districts.

- Payroll Contract Employee - An employee paid through payroll and consistent with the definition given in the Human Resources Employee Compensation Plan. Briefly, "an employee whose terms and conditions of employment are subject to a written agreement."
- Contractor - These individuals are not considered employees of the County/Special District. Payments to contractors are made via the Accounts Payable system as opposed to the Payroll system. These contractors are subject to the terms and conditions of their contract regarding any payment or reimbursement for travel expenses. All travel expenses should be monitored by the relevant contract administrator.

County Contracted Travel Agency: A travel agency with a contract with Maricopa County which by Intergovernmental Agreement Special Districts can access for travel services.

Department: A department is a specialized division within a large organization. As an example, the Department of Finance, Office of Management and Budget and Human Resources.

Duty Post: The place where the Elected Official or employee spends the largest portion of the regular workday or working time. (A.R.S. §11-215)

Elected Official: A person who is chosen by ballot to an office or post of authority by eligible voters to represent them in a public capacity and perform the duties for which they were elected.

Emergency: A serious or urgent situation or occurrence that happens unexpectedly, demands immediate action, and requires an exception to any part of the policy. A letter must accompany the travel documents that explains the emergency and the letter must be signed by the Approval Authority.

Employee: A person who is paid a wage, salary, or stipend from public monies in accordance with official entries on a County payroll. This definition includes all classified, unclassified, temporary, or contract employees. (See **Contract Employee** definition)

Federal Travel Management Policy (FTMP): A division of the U.S. General Services Administration which provides information on Federal travel management policies and travel-related activities for the Federal Government. FTMP sets the domestic per diem rates for Federal agency travelers while on official business for the Government. These rates are part of Appendix A to Chapter 301 of the Federal Travel Regulations and are updated on a fiscal year cycle, effective October 1 of each year. The County/Special District uses these rates for lodging, meal and incidental expense reimbursements. See www.policyworks.gov (click on link to Travel Management Policy).

Hours Worked: Employees to whom the Fair Labor Standards Act (FLSA) applies (non-exempt employees) may be eligible to have some hours counted as "hours worked" while in travel status. "Hours worked" may generally be counted under the following circumstances:

1. travel that occurs during the employee's work day; this may include travel from job site to job site.
2. when out-of-county travel is required and an overnight stay is not required: all time spent traveling between the two destinations may count as "hours worked." However, time spent traveling between an airport or other station and the employee's residence during the employee's departure or return is not considered "hours worked."
3. when out-of-county travel requires an overnight stay: time spent traveling to the destination is counted as "hours worked" only to the extent that it coincides with the employee's regular work hours. As an example, if a non-exempt employee travels on Saturday or Sunday and it's during the time they would regularly be at work on Monday or Tuesday, the time spent travelling on Saturday or Sunday would be worktime. Travel, which occurs outside of the employee's regular work hours, may not be counted as "hours worked" unless the employee performs work for the County/Special District while in travel status.

Incidental Expenses: Expenses of a minor nature related to County/Special District business or to the traveler's activities while in travel status.

Lodging Rate: The base rate defined by the vendor prior to the application of taxes, etc.

Meals: Foods served and eaten in one sitting. These include breakfast, lunch, and dinner. Continental breakfasts, which only include donuts, bagels, muffins, juice, coffee, etc., are not considered a meal for purposes of this policy.

Non-Employees: A person who does not fit the definition of **Employees** as stated above. A person who is not working for financial or other compensation. A Non-Employee, for the purpose of this policy, is a person providing a service to the County/Special District, e.g., volunteers, MCSO posse members and reserve officers, or witnesses. A Non-Employee could include members of Boards and Commissions if travel expenses are authorized by the Board of Supervisors/Board of Directors via formal action or according to specific statutory authority.

Non-Reimbursable Expenses: Expenses generated by traveler which are not considered to be essential.

Parking - Long-Term: Leaving a vehicle for extended periods, typically at a station or off-site (located nearby for the specific purpose of providing parking for the station). Long-term parking is not related to the actual length of time the vehicle is left in the garage or lot but rather the rate established for long-term versus short-term parking.

Parking - Short-Term: Leaving a vehicle, where payment is required, for short periods of time while conducting business.

Per Diem: A daily allowance for lodging (excluding taxes), meals, and related incidental expenses.

Pre-Paid Expenses: Any expense paid by the County/Special District before the completion of travel.

Reasonable Accommodation: For the purposes of this policy, a reasonable accommodation is a modification or adjustment in the travel plans which will enable the traveler with a "known" disability to be more comfortable while in travel status. The accommodation generally will be triggered by a request from an individual with a disability, who frequently will be able to suggest an appropriate accommodation. Accommodations must be made on an individual basis because the nature and extent of the accommodation will vary in each

case. (In conjunction with the guidelines of the Americans with Disabilities Act (ADA)). Maricopa County/Special District assumes no responsibility for a contracted transportation, lodging, and/or services company's failure to provide the requested accommodation.

Special District: Flood Control District of Maricopa County, Maricopa County Library District, or Maricopa County Stadium District.

Station: Any airport, bus terminal, train depot, or similar transportation departure or arrival place.

Travel Advance: Funds advanced to the traveler to meet anticipated travel related costs. A travel advance represents a lien against wages.

Travel Coordinator: A person designated by the Approval Authority to plan, organize, and manage travel and travel-related activities.

Travel Expenses: Costs for registration, transportation, lodging, meals, and incidental expenses directly related to travel.

Travel Status: When a traveler is conducting appropriately approved, necessary County/Special District business at least 50 miles away from his designated duty post or residence **and** the period of travel is expected to last a minimum of 12 hours. Travel status starts at the time the traveler departs from his home, office or other authorized point and ends on the day the traveler returns to his home, office, or other authorized point.

Traveler: The Elected Official or employee who is in travel status. In addition, any non-employee traveling on County/Special District business, or any person required to travel for extradition or as a witness is included in this definition.

Vendor: One who sells goods or services.

IV. Travel Guidelines

A. Most Economical Plan:

To maximize the effectiveness of County/Special District resources allocated to travel activities, all travel plans should be a combination of the most economical and safest travel, lodging and cost of employee time.

Employees are encouraged to maximize the use of available reduced fares. For example, while employees are not normally permitted to depart earlier or stay longer than required at County/Special District expense, this is permissible when the net effect is an overall lower cost for the trip and there is no significant loss of productive employee work time.

B. Pre-Approval for Travel:

Travelers are responsible for preparing travel requests before leaving on assignments. Each Department/Special District is required to complete and maintain all Travel Authorization and Expense Forms, "on-site" for all occurrences of travel. All travel authorization and expense information must be maintained for three (3) years. Each Department/Special District may create its own format for travel authorization and expense documentation, however, all the elements contained in the Travel Authorization and Expense Form must be included. Do not send Travel Authorization and Expense Forms to Accounts Payable or Payroll. It is the Department/Special District's responsibility to ensure compliance with all travel policies and the Travel Manual.

C. Compensation while in Travel Status:

Some provisions of the Fair Labor Standards Act (FLSA) may impact the compensation of some employees while they are in travel status. Refer to Section III – Definitions of this policy under the topical heading "Hours Worked." If you have specific questions concerning compensation of an employee, please contact the Human Resources Department.

D. Long-Term Subsistence Travel:

The approval of the County Administrative Officer or for Special Districts the Chairman of the Board of Directors or Chairman's designee is required for long-term subsistence travel and reimbursement which may be available under the following conditions:

- An employee is temporarily assigned to a duty post which is not normally a duty post for the employee's department, or
- The duty post is outside of Maricopa County and requires overnight lodging for the employee.

E. Out of the Continental U.S. Travel:

The approval of the County Administrative Officer or for Special Districts the Chairman of the Board of Directors or Chairman's designee is required for travel out of the continental U.S. The following conditions apply:

- Approval Authority must exercise utmost discretion in approving requests for travel outside of the Continental U.S.
- The conference, meeting or seminar must be unquestionably professional in content and should prevail only if a professional conference, meeting or seminar of similar quality cannot be found within the continental limits of the United States within the year.
- The maximum Per Diem Rate will be defined by the Approval Authority prior to the travel.
- Before submitting their claims, travelers should contact the International Division of any banking institution to determine the daily rate of exchange for the location to which they are traveling, if applicable. Bills and receipts will be recorded in terms of foreign currency. The rate of exchange in effect at

the time the expenses were incurred is needed for employees to be properly reimbursed.

F. Extended Travel:

In the event a traveler must extend the duration of travel due to an emergency (such as the September 11 attack, illness of traveler, etc.) notification must be made to the Department/Special District at the traveler's earliest opportunity. The travel documentation must be amended to support the additional expenses. This notification must be acknowledged and approved in writing by the Approval Authority.

G. Change to Travel Plans:

Any change to travel plans which incurs additional expense(s) must be justified as County/Special District business and approved in writing by the Approval Authority. A change in travel plans for personal reasons must be in writing and approved by the Approval Authority prior to the change in travel plans. Reimbursement will be limited to the cost of travel by a direct route or on an uninterrupted basis. The traveler will be responsible for any additional costs that are incurred.

H. Completion of Travel:

In order for the County/Special District financial records to remain current, all travel documents should be submitted for reconciliation within **14 days** (10 working days) of completion of travel. If completed Travel Authorization and Expense Forms are not submitted within **30 days**, further recovery actions and/or disciplinary actions may be instituted, including forfeiture of payments to the employee.

An employee contesting the final rejection of an expense reimbursement request under this policy must comply with A.R.S. SS 11-622, Claims and Warrants.

V. Travel Authorization & Expense Report

The Travel Authorization & Expense Report (Attachment A) is the primary tool for Coordinators to utilize when managing Departmental/Special District travel. Although it is strongly recommended that this form be utilized to ensure consistency within Maricopa County, each Department/Special District may modify the format; however, all elements contained in the Travel Authorization Form must be included. Although the Coordinator will usually complete this form, it is the traveler's responsibility to insure that it is completed and is correct, which he/she will verify by signing the bottom of the form after his/her travel is complete. The instructions for completing this form are available on Attachment B.

VI. Travel Request

At the time a need for travel is identified and prior to the travel, the individual must obtain the appropriate authorization from the Approval Authority. The Approval Authority has the authority to approve travel requests for his/her employees and any advisory board or commission members serving his/her Departments/Special District. When the Approval Authority is the traveler, the official at the next highest level in the organization must approve the travel request. Please review the Authority and Responsibility section of the Policy for further clarification regarding this area.

There are two methodologies to obtain a travel authorization:

A. Written Approval.

This is the preferred method as it provides the Approval Authority and Coordinator with the specific travel information. In some cases, the Approval Authority will request the Coordinator to prepare a cost estimate to ensure the availability of adequate funding prior to approving the travel request. It is highly recommended the Travel Authorization and Expense Report (Attachment A) be utilized as it also contains all required fields and provides the space for all approvals. An example of a letter is available as Attachment E.

At minimum, the following information should be included in the initial travel request for authorization:

1. Employee Name
2. Employee I D Number
3. Employee Department & Phone Number
4. Purpose of Travel
5. Name of Seminar/Conference/Other
6. Location of Seminar/Conference/Other
7. Registration Cost
8. Date that Seminar/Conference/Other Begins
9. Date that Seminar/Conference Ends
10. Number of days that overnight lodging is required
11. Type of transportation required (air, rail, bus, etc.)
12. Ground transportation needed (rental vehicle, taxi, etc.)
13. Approval Authority authorization

It must be noted that the information listed above will be transferred to the Travel Authorization and Expense Report (or something similar) prior to the travel for the purposes of pre and post travel authorization and tracking of expenditure and reimbursements.

Once the Approval Authority has provided their authorization, the Coordinator can make the travel arrangements and prepare the Travel Authorization and Expense Report (Attachment A).

B. Verbal approval.

Although it is not the preferred method, in some smaller Departments it may be justified to utilize a less formal process. Some smaller Departments utilize memos, email, or phone communication. If this is the option chosen, the Coordinator should make note of what was communicated to ensure information is not lost regarding critical travel issues.

It must be noted that the information obtained during the verbal approval will be transferred to the Travel Authorization and Expense Report (or something similar) prior to the travel for the purposes of pre and post travel authorization and tracking of expenditure and reimbursements.

VII. Pre Travel Events

Once the Approval Authority has provided their authorization, the Coordinator can initiate/continue to complete the following "Pre Travel" areas on the Travel Authorization and Expense Report. Please note: the following areas on the Travel Authorization & Expense Report (Attachment A) must be completed prior to any travel arrangements being made:

A. Section II. Travel Information Section.

Please see Attachment B for specific instruction.

- Name of Traveler
- Department
- Purpose of Travel (Description)
- Destination
- Travel Status Begin (Date and Time)
- Travel Status Ending (Date and Time)
- Transportation Needs
 - Commercial Transportation (Specify Type)
 - Private Vehicle (License Number)
 - County Vehicle (County Number)
- Funding Source
 - County Funds
 - Grant Funds
 - Other Funds

B. Section III. Expense and Payment Section.

Please see Attachment B for specific instructions.

- (A) Expense Category

- (B) Estimate of Expenses - must be completed indicating the approximate cost of each expense category of the travel.

C. Section IV. Approval Section.

Please see Attachment B for specific instructions.

- Departmental Budget Review - a signature is required here to indicate that the "Estimate of Expenses" funds are available.
- Pre-Travel Authorization Signature - signed by supervisor or Approval Authority prior to travel indicating approval for individual to travel.

Once the "Pre Travel" areas on the Travel Authorization and Expense Report have been completed, the Coordinator can make all the necessary travel arrangements.

VIII. Travel Arrangements

Upon receipt of the approved Travel Authorization and Expense Report, the Coordinator will make all necessary travel arrangements. In some Departments/Special Districts the traveler will make his/her own arrangements and keep the Coordinator informed. Caution must be exercised, as there are many issues involved in conducting and coordinating travel for Maricopa County/Special Districts. Any costs that exceed those defined in the Manual and Policy will not be reimbursed.

Many of the items are calculated based upon the amount of time the traveler is in "travel status". Travel status, or actual expense entitlements, start when the traveler leaves his/her residence, office, or other authorized point and ends when the traveler returns to his/her residence, office, or other authorized point.

Costs related to the use of various modes of transportation may be claimed as an expense only if receipts accompany claims unless otherwise noted. Transportation other than air or motor vehicle, such as trains or buses, may be used when convenient or economical and their use will not require excessive travel time. Travel should be limited to the most cost-effective method available giving consideration to safety and other concerns. The most economical means of transportation will be used in traveling to and from airports (i.e., shuttle or taxi service, or mileage for use of personal vehicle). To determine the most cost-effective method of transportation, the Department/Special District should consider direct costs as well as the traveler's time. *In the best interests of the County/Special Districts, reimbursement for transportation expenses will be limited to the amount equal to the most economical mode of transportation.*

A. Commercial Air Travel.

Transportation by scheduled airlines shall be at the lowest available airfare rate at the time of trip authorization. A fare other than the lowest rate may be used only when seats are not available at the lowest fare or air travel at a higher cost will result in an overall cost savings to the County/Special Districts.

Air Travel can be arranged by utilizing one of the following methods:

1. State Contract for off-site travel agency management. Departments/Special Districts may utilize this contract to schedule travel arrangements.

To utilize the State Contract, the Coordinator will contact the vendor below and provide them with the requested travel arrangements:

World Travel Partners – Arizona
AD000084-001
Phoenix, Arizona
Phone: 602 716-5664 800 999-9214
After Hours: 877 468-5453 Code O3m0
Fax: 602 716-5684

The County contracted travel agency will obtain the lowest fare possible by using the following parameters:

Departure Window: A departure window of an hour before and/or an hour after the requested departure or arrival will be used by the County contracted travel agency to obtain the lowest fare possible.

One-Stop or Connecting Flights: Alternative flights will be reviewed which include one-stop or connecting flights to ensure the lowest fare possible.

*If a Department/Special District is able to obtain a lower price for a confirmed flight with the same flight arrangements via the Internet, the Department/Special District should contact the County's contracted travel agency, make them aware of the lower confirmation, and ask them to obtain the lower cost arrangements.

2. Internet booking. In this case the Coordinator would utilize the procurement card by ensuring the following:
 - a. Document and list at least 3 different vendors (airlines). Visiting a travel site (on-line) can commonly do this. Most travel sites will list 3 or 4 airlines showing the lowest fares. Print the screen, which will provide your support for the use of the procurement card.
 - b. Clearly indicate the lowest fare. The lowest fare should be utilized, when the departure and arrival times are within a reasonable timeframe. Note: Reduced fares are commonly available when:
 - Traveling on weekdays or weekends, except Saturday night.

- Staying over an additional night. Caution must be exercised to ensure that the additional room rate does not exceed the savings.

Miscellaneous Air Travel Issues: The following is a list of miscellaneous issues related to air travel:

- Any promotional benefits or material received from an airline or other commercial establishment in connection with official travel may be retained for personal use (see Travel Policy).
- Flight insurance purchased by the traveler is not reimbursable.
- The use of privately owned and rented aircraft requires the prior approval of the County Administrative Officer in accordance with Policy A2324., or for Special Districts, the Chairman of the Board of Directors or the Chairman's designee.
- Chartered aircraft travel is allowed provided a common carrier (scheduled airlines, railroads, or intercity bus systems) is not feasible or an alternative mode of travel is impractical. If approved, chartered air service may only be obtained from FAA licensed commercial flight operators. Chartered aircraft travel must be approved by the County Administrative Officer or for Special Districts, the Chairman of the Board of Directors or the Chairman's designee prior to the travel taking place.

B. Motor vehicle travel

Authorized expenses include:

- Gasoline – reimbursed when a rented motor vehicle is used.
- Emergency repairs – for County/Special District vehicles only.

- Bridge fees and tolls – simply list on the Travel Authorization and Expense Report – no receipts required.
- Local Transportation – taxi, bus, limousine, and streetcars may be reimbursed if use is in County/Special District's best interest – receipts **are** required.
- Short-term parking may be reimbursed with a receipt or by traveler's statement for metered parking. Valet parking is not a reimbursable expense.
- Long-term parking may be reimbursed **only if** the following applies: If the traveler can demonstrate that it is less expensive to utilize long-term parking rather than pay for round-trip airport shuttle or taxi service, then long-term parking may be claimed as an expense. If the long-term parking option is utilized, the traveler shall provide a quote (may be a written statement from a verbal quote) from a shuttle or taxi service which will verify the savings. It is the traveler's responsibility to determine and use the most economical option for travel to and from the station. Receipts are required.

1. Rental car

The use of rented motor vehicles must be for the advantage of the County/Special District and not for the personal convenience of the traveler. The use of rented motor vehicles should only be considered when rental of a vehicle would result in an overall reduction in the budget expenditure for a particular trip. Only an individual with a valid Arizona driver's license can operate a rented motor vehicle on County/Special District business. The traveler must sign a Driver's License Compliance Affidavit (See Policy A2324 - Use of Private Vehicle for County Business) to verify that he or she holds a current driver's license and that the driver's license is not expired, suspended, revoked, etc.

- a. The comprehensive and collision liability insurance offered by the rental car company should be waived when renting a motor vehicle. The County's self-insurance program provides coverage for physical damage and liability provided the employee is driving within the scope

of employment. If the traveler chooses to purchase the comprehensive and collision insurance, be advised that the County/Special District will not reimburse this expense.

- b. Rented motor vehicles are restricted to sub-compact, compact, or mid-size sedans unless a larger vehicle is necessary for cost efficiency because of the number of authorized travelers.
- c. Rental car usage is between place of lodging and place of business for temporary duty, to obtain meals at the nearest available place and location of the business site are such that meals cannot be obtained there and to and from carrier terminal.

2. Personal vehicle

- a. Mileage allowance, if authorized by your Department/Special District, is at the rate authorized by the Annual Business Strategies.
- b. The distance authorized is as shown in standard highway mileage guides.
- c. If you are authorized to use common carrier (aircraft, train, or bus) and you use your personal vehicle, you will be reimbursed on a mileage basis not to exceed the total cost of the authorized common carrier.

3. Government Conveyance

This is limited to official purposes such as transportation to and from duty sites, lodging, dining facilities, drugstores, places of worship, cleaning establishments, and similar places required for traveler's subsistence, health and comfort.

C. Travel Per Diem

Rates – as specified in the Federal Travel Management Policy (FTMP) located at www.policyworks.gov.

1. Meal and Incidental Expenses (M&I E)

The M&I E rate must be adjusted for a meal(s) furnished by deducting the appropriate amount shown below. As an example, the traveler is not entitled to a reimbursement for a meal if it is provided free on an airplane or is included in conference/seminar registration fees. Otherwise, the traveler is authorized the full M&I E for a 24 hour period. The chart below is an **example** of the distribution between Breakfast, Lunch, Dinner and Incidentals.

M&I E	\$30	\$34	\$38	\$42	\$46
Breakfast	6	7	8	9	9
Lunch	6	7	8	9	11
Dinner	16	18	20	22	24
Incidentals	2	2	2	2	2

- a. Continental breakfast is **not** considered a furnished meal, as it is not a full meal.
- b. Fees or tips will be reimbursed at a combined total of \$2.00 per day for each day that the traveler is in travel status. Examples: fees and tips given to hotel employees including restaurant and room attendants, baggage carriers, airline stewards and stewardesses, etc.
- c. Additional incidental expenses (i.e., telephone, fax, and copying charges) may be reimbursed if they are related to County/Special District business and are accompanied by a receipt. These additional expenses must be included on the Travel Authorization and Expense Form.

- d. Expenses incurred for laundry, cleaning, and pressing of clothing are reimbursable as miscellaneous travel expenses only after the traveler has incurred five (5) consecutive nights lodging in travel status.
- e. Non-reimbursable expenses cannot be claimed. The following expenses are examples of non-reimbursable expenses: in-room movies, valet service, valet parking, liquor, entertainment, and long-term parking (except as outlined in Policy, Section VI .A.4.e).

2. Lodging

Rates as specified in the Federal Travel Management Policy located at www.policyworks.gov.

- a. Lodging rate is the base rate – other items and fees that are included and are authorized to be paid are: taxes, energy surcharges, safe fees, bed fees, etc.
- b. Lodging costs incurred within 50 miles of the traveler's designated duty post or residence or within Maricopa County cannot be claimed as a travel expense unless the lodging is in the best interest of the County/Special District and has been pre-approved by the appropriate Approval Authority.
- c. Lodging must be at a commercial establishment, and the traveler should always request the lowest available rate (i.e., government, corporate, conference). The Department/Special District Purchase Card should be used to pay for all lodging. In the event the Department/Special District cannot pay for the lodging using the Purchase Card, reimbursement is available through payroll or, in an emergency, Accounts Payable.

- d. To obtain a reimbursement for lodging either through Payroll or Accounts Payable, the commercial establishment's original itemized receipt is required. Credit card receipts in lieu of the original receipt will not be accepted. Receipts must be marked paid or show a zero balance. Personal expenses must be paid by the traveler and cleared from the final bill at checkout. (The same criterion applies to use of the Purchase Card.)
- e. Expenses for lodging will be reimbursed by using the lower of the rates detailed in FTMP or actual costs (see Policy, Section VI.B.2.e.). If the destination locality is not specified in FTMP, the standard reimbursement rate for lodging will be used. Please note that the Lodging Rate is the base rate before taxes and other items are included.
- f. If lodging expense could not be obtained at the rate cited in FTMP, a memorandum must be attached to the travel authorization explaining why it is in the best fiscal interest of Maricopa County for the traveler to stay at a particular facility (i.e., conference or training is at the facility and the cost of a rental car or cab rides to the facility would equal or exceed the lodging rate listed in FTMP). A signature by the appropriate Approval Authority on the explanatory memorandum is required. Please see Attachment F for an example of the letter.
- g. Only the single room rate can be claimed for payment. If a room is shared by two or more travelers, the entire room cost should be paid and the reimbursement claimed by one traveler. A notation should be made on the Travel Authorization and Expense Form of each traveler indicating which traveler claimed the reimbursement for lodging costs.

I X. Advance Payments

Payment of expenses **prior to** the scheduled travel dates will be processed using the following guidelines:

A. Payments to Outside Vendors

Advance payments to vendors to pre-pay registration fees or hotel reservations should be made using the Department/Special District Purchase Card. If the Department/Special District is not able to use the Purchase Card (i.e., vendor does not accept the Purchase Card), the original invoice or conference registration form (one original and one copy), must be attached to the Payment Voucher and these documents must be submitted together to Accounts Payable for check payment. If the hotel does not accept the purchase card, the travel advance should include the hotel rate and tax. Please see Attachment G for an example of a letter, which is requesting to register and pay for several travelers utilizing a purchase card. In addition, review Attachment H for an example of a letter, which is providing payment for lodging utilizing a purchase card.

B. Advances to Travelers

Travel advances will be available to the traveler on the traveler's paycheck immediately preceeding the travel dates. Check with your Travel Coordinator for Department/Special District specific guidelines related to Travel Advances. Under no circumstances should a travel advance be authorized without an approved Travel Authorization and Expense Report. A travel advance for the total estimated budgeted expenses for the trip (less any pre-paid expenses) may be advanced up to 100% at the discretion of the Approval Authority. Manual checks **will not** be initiated for travel advances.

Each Department/Special District is responsible to ensure that travel plans are made in advance and adequate time is allotted to produce advances utilizing the regular payroll cycle. In emergency situations only, Accounts Payable will generate a check utilizing the Advantage nightly cycle. It is the Department/Special District's responsibility to

provide Accounts Payable with a payment voucher and supporting documentation (i.e., a memo from the Approval Authority explaining the need for payment) and a copy of the Travel Authorization and Expense Form with all appropriate signatures.

Any advances or prepayments must be noted on the Travel Authorization and Expense Report in Section III. Expense and Payment Section, (D) Prepayment Amount and (E) Prepayment, Advance, Dates, Notes, etc. Please see Attachment B for specific instructions.

X. Travel Time

A. Travel Itinerary

To provide the traveler with all the necessary travel information, an itinerary is prepared and provided several days prior to the travel date(s). The itinerary should include the following (if applicable to the travel arrangements):

1. All travel arrangements, including
 - Hotel name, address and confirmation number.
 - Listing of all reimbursable items to be provided to the hotel at check-in.
 - Flight ticket, number, carrier, departure and arrival times.
 - Parking voucher (if applicable – see Policy)
 - Rental car carrier, address and confirmation number.
2. Information regarding both reimbursable and non-reimbursable items. See Attachment J.
3. Information regarding the timeline associated with turning in all invoices and/or receipts to complete the expense report. See an example of this information on Attachment K.
4. Information regarding the basic travel guidelines. An example is available as Attachment I.

B. Travel Conducted

It is the responsibility of the traveler to obtain and submit any and all necessary receipts for reimbursement.

XI. Post Travel Events

Upon return, the traveler is required to finalize the Travel Authorization and Expense Report and submit it to the Coordinator with 10 working days. The following areas need to be completed:

A. Section III. Expense and Payment Section

1. Actual Expenses (C) – indicates the actual cost that the traveler incurred, as shown by receipts, mileage allowances and M&I E.
2. Prepayment Amount (D) - any expense that the County, Special District, Travel Coordinator, or cardholder pays by p-card or voucher; a travel advance; or payment by other agency. The Coordinator should have already updated this column.
3. Incidental expenses are \$2.00 and are usually included in the M&I E figures.
4. Indicate totals in (F), (G), and (H).
5. Amount Due County/Special District (I) – If the prepayment total that the traveler received (H) exceeds the actual expenses total (G), the traveler will make restitution to the County/Special District via payroll deduction or by check, money order, etc.
6. Amount Due Traveler (J) – If the amount of actual expenses total (G) exceeds the prepayment total (H), then the traveler will be reimbursed by the County/Special District. See Travel Reimbursement section below for specific information.

7. The traveler's signature is required certifying that the form is correct.
8. The post travel signature is required by a supervisor or Approval Authority indicating that the travel was completed and payment is authorized.
9. The Travel Authorization and Expense Report is maintained at the Department/Special District for three (3) years.

B. Travel Reimbursements

Payment of any expenses upon return from scheduled travel will be processed using the following guidelines:

1. Payments to Elected Officials and Employees:

After the travel has been completed, all documentation (original receipts, invoices, etc.) must be submitted and approved by the Department/Special District. Receipts for meals are not required because a standard per diem allowance is provided. Reimbursement payments are made to Elected Officials or employees through the payroll system and will be made within the employee's next two paychecks.

2. Payments to Non-Employees:

Non-employees, will be reimbursed by submitting a payment voucher to Accounts Payable. See the General Travel Policy A2313.

3. Payments to Maricopa County and Special Districts for Unused Travel Advances:

Travel Advances will not exceed the estimated amount of travel-related expenses. If a travel advance was issued, and the travel expenses are less than the advanced amount, the difference between the two amounts must be returned to the County/Special District. The Department/Special District must recoup the funds via payroll deduction or via a personal check from the traveler within two pay periods after travel is completed.

4. Payments from Terminated Elected Officials and Employees

Prior to the final paycheck issued to any terminated traveler, the Department/Special District shall ensure that all travel advances have been accounted for or repaid to the County/Special District. Any outstanding amount due the County/Special District shall be deducted from the traveler's paycheck prior to issuance. It is the responsibility of each Department/Special District to maintain a register of advances and reimbursements to ensure control over the advances and/or expenditures of all travel funds. If the traveler is no longer an Elected Official or employee, the traveler shall deliver a personal check to be deposited in the appropriate fund by the Department/Special District. A matter of dispute or non-reimbursement may be referred to the County Attorney's Office for any necessary action or may be reported to the IRS as taxable income.

XII. ATTACHMENTS

- A. Travel Authorization and Expense Report (TAER)
- B. How to fill out the TAER
- C. Traveler's Per Diem Work Sheet
- D. Instructions Relating To Traveler's Per Diem Work Sheet
- E. Initial Request For Training (Example)
- F. Request For Waiver To The FTMP Lodging Rate (Example)
- G. Payment and Registration of Conference/Training/Seminar Using A Purchase Card
- H. Payment of Lodging Using A Purchase Card
- I. Travel Guidelines

Attachment A



TRAVEL AUTHORIZATION AND EXPENSE REPORT

SECTION I. FINANCIAL SYSTEM AND ACCOUNT DISTRIBUTION SECTION							
EMPLOYEE I.D.	FUND	AGENCY	ORG. CODE	PAS CODE	OBJECT	SUB OBJ	REPORTING CATEGORY

SECTION II. TRAVEL INFORMATION SECTION		
<div style="border-bottom: 1px solid black; padding-bottom: 5px;">NAME OF TRAVELER (VENDOR)</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">DEPARTMENT</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">PURPOSE OF TRAVEL (DESCRIPTION)</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">DESTINATION</div>	<p style="text-align: center; margin-bottom: 10px;">TRAVEL STATUS</p> <p>BEGINS: DATE _____ TIME _____</p> <p>ENDS: DATE _____ TIME _____</p> <div style="margin-top: 10px;"> <input type="checkbox"/> COMMERCIAL TRANSPORTATION SPECIFY TYPE _____ <input type="checkbox"/> PRIVATE VEHICLE LICENSE NO. _____ <input type="checkbox"/> COUNTY VEHICLE COUNTY NO. _____ </div>	<p style="text-align: center; margin-bottom: 10px;">FUND SOURCE</p> <div style="margin-top: 10px;"> <input type="checkbox"/> COUNTY _____ <input type="checkbox"/> GRANT _____ <input type="checkbox"/> OTHER _____ </div>

SECTION III. EXPENSE AND PAYMENT SECTION				
(A) EXPENSE CATEGORY	(B) ESTIMATE OF EXPENSES	(C) ACTUAL EXPENSES	(D) PREPAYMENT AMOUNT	(E) PREPAYMENT, ADVANCE, DATES, NOTES, ETC.
1. MILEAGE: MILES @ _____ PER MILE				
2. COMMERCIAL TRANSPORTATION: (air, rail, bus, etc.)				
PER DIEM ALLOWANCE FOR DESTINATION _____				
3. LODGING: DAYS @ _____ PER NIGHT				
4. MEALS: (See Per Diem worksheet attached)				
# of b/fast= # of lunch= # of din=				
5. CONFERENCE/COURSE REGISTRATION FEES:				
6. RENTAL VEHICLE AND RELATED GAS/OIL:				
7. GROUND TRANSPORTATION: (local bus, taxi, shuttle, etc.)				
(Maximum \$2.00 per 24 hours)				
8. INCIDENTALS: (parking fees, tips, personal phone calls)				
9. OTHER: (specify)				
* Certification by Traveler: "I certify that the preceding is a true statement of actual expenses incurred in the performance of County/Special District business".	(F) TOTAL 0.00	(G) TOTAL 0.00	(H) TOTAL 0.00	(I) AMT DUE COUNTY (H exceeds G) (J) AMT DUE TVLR (G exceeds H)

SECTION IV. APPROVAL SECTION		
<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Departmental/Special District Budget Review Signature</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Pre Travel Authorization Signature</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Signature of Traveler (*see Certification above)</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Post-Travel Authorization Signature</div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Phone</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Phone</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Phone</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Phone</div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Date</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Date</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Date</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Date</div>

REIMBURSEMENT - TRAVELER / COUNTY
(Circle one)

EARNING CODE: _____

DATE: _____

PERSONAL CHECK #: _____

Attachment B

Instructions Relating To Travel Authorization and Expense Report

The following instructions are to be utilized in conjunctions with the Travel Authorization and Expense Report (TAER).

1. Complete one form and related copies for each trip requested.
2. Before your trip:

Complete SECTION I - FINANCIAL SYSTEM AND ACCOUNT DISTRIBUTION SECTION.

- a) Employee I.D. - The Employee I.D. number is assigned by the Human Resources department. If you do not know what your Employee I.D. is, contact your personnel liaison within your Department/Special District.
- b) Fund - This is a 3 digit number, which is part of the accounting string, which will provide the funding for the travel. If you do not know what your fund number is, contact your Travel Coordinator within your Department/Special District.
- c) Agency - This is a 3 digit number, which is part of the accounting string, which will provide the funding for the travel. If you do not know what your agency number is, contact your Travel Coordinator within your Department/Special District.
- d) Org. Code - This is a 4 digit number, which is part of the accounting string, which will provide the funding for the travel. If you do not know what your Org Code is, contact your Travel Coordinator within your Department/Special District.
- e) PAS Code - This is a 4 digit number, which is part of the accounting string, which will provide the funding for the travel. If you do not know what your PAS Code is, contact your Travel Coordinator within your Department/Special District.
- f) Object - This is a 4 digit number, which is part of the accounting string, which will provide the funding for the travel. If you do not know what the Object Code is, contact your Travel Coordinator within your Department/Special District.
- g) Sub-Obj - This is a 2 digit number, which is part of the accounting string, which will provide the funding for the travel. If you do not know what the Sub-Obj is, contact your Travel Coordinator within your Department/Special District.
- h) Reporting Category - This is a 4 digit alpha/numeric field, which is part of the accounting string, which will provide the funding for the travel. If you do not know what the Reporting Category is, contact your Travel Coordinator within your Department/Special District.

Attachment B

Complete SECTION II – TRAVEL INFORMATION SECTION.

- a) Name of Traveler – This is the name of the person that will be conducting the travel on behalf of the County/Special District.
- b) Department – This is the narrative of the Department/Special District that you currently are assigned to, i.e., Finance, Office of Management and Budget, etc.
- c) Purpose of Travel (Description) – This is a short description of the purpose of the travel, i.e., Attend Governmental Finance Officer Association 3 Day Conference, Attend Technology Demonstration for CIO's Office, etc.
- d) Destination – This is the place where the travel will take place, i.e., San Diego, New York, etc.
- e) Travel Status Begin and End Dates – This is a representation of the date and time the travel will begin and when the travel will end. This information is critical to the Travel Coordinator when making travel arrangements.
- f) Transportation: Commercial Transportation; Private Vehicle; County Vehicle – Please check the appropriate box on which type of transportation will get you to and from the travel destination.
 - ✓ **Commercial Transportation** includes the following types of transportation: Air Travel (flights); Trains, Buses, etc.
 - ✓ **Private Vehicle Transportation** indicates that the traveler intends to utilize his/her person vehicle. Please note, if this option is selected, the traveler must ensure they are in compliance with the following policies prior to the travel:
 - A2202 – Private Vehicle Insurance Requirements
 - A2204 – Traffic and Parking Violations
 - A2324 – Use of Private Vehicle for County Business
 - A2325 – Personal Vehicle Loss/Damage Reimbursement
 - ✓ **County Vehicle Transportation** indicates that the traveler intends on utilizing a County vehicle. Please note, if this option is selected, the traveler must ensure they are in compliance with the following policies prior to the travel:
 - A2203 – County Vehicle Proof of Insurance
 - A2204 – Traffic and Parking Violations
 - A2307 – Out of County Use of County Vehicles
 - A2308 – Seat Belt Usage
 - A2312 – Vehicle Mechanical Failure
- g) Funding Source – Please check the appropriate box for the type of funds that will be utilized for the travel activity:
 - ✓ **County Funds** include any general funded department, i.e., Department of Finance, Office of Management and Budget, etc.
 - ✓ **Grant Funds** include any special funding from a Grantor.
 - ✓ **Other Funds** includes any other funding that will support the costs of the travel.

Attachment B

Complete SECTION III – EXPENSE AND PAYMENT SECTION.

Please complete both Column (A) EXPENSE CATEGORY and Column (B) ESTIMATE OF EXPENSES as follows:

1. Mileage – Please indicate the total number of miles anticipated if utilizing a personal vehicle and the current mileage reimbursement rate. The current mileage reimbursement rate can be found in the County Annual Business Strategies. If you are unfamiliar with the Annual Business Strategies, please contact the Office of Management and Budget for the current rate. In column (B) indicate the estimated expense (number of miles anticipate multiplied by the current rate).
2. Commercial Transportation – Please indicate the type of transportation by circling either air, rail, bus or indicate any other type of transportation. In column (B) indicate the estimated expense of the transportation.
3. Per Diem Allowance – Please indicate the per diem allowance as authorized in the Federal Travel Management Policy (FTMP) located at www.policyworks.gov. In addition, indicate the number of days of lodging required at the rate indicated in the FTMP. In column (B) indicate the estimated expense of the lodging (number of days multiplied by the per diem rate allowed).
4. Meals – Please indicate the number of breakfasts, lunches and dinners that will be needed during the authorized travel period. A separate Per Diem Worksheet is available as Attachment C with directions for this worksheet as Attachment D. In column (B) indicate the estimated expense of the total meals.
5. Conference/Course Registration Fees – Please indicate the costs in Column (B).
6. Rental Vehicle and Related Gas/Oil – Please indicate the estimated costs in Column (B).
7. Ground Transportation: Please indicate the estimated costs in Column (B).
8. Incidentals – Please indicate the estimated costs of all incidentals in Column (B). Please note, a maximum of \$2.00 per each 24 hours can be authorized.
9. Other – Please indicate any other estimated expenses that may become evident. Please provide a description of the need and estimate the costs in Column (B).

Enter the total of all numbers above in cell (F) Total.

Complete SECTION IV – APPROVAL SECTION.

Submit the form to the appropriate individual for the following authorizations:

Departmental/Special District Budget Review Signature
Pre Travel Authorization Signature (Travel Coordinator or Approval Authority, as applicable)

Attachment B

If the travel is approved, and a travel advance is needed, please communicate this to your Departmental Travel Coordinator. Please review Section VIII.B. Advances to Travelers for specific instructions.

Update Column (D) Prepayment Amount for any amount that was either paid directly to a vendor (airlines, conference/registration fees, etc.) or a travel advance paid to the traveler. Be sure to include the total at the bottom of column (D) in the cell entitled (H) Total.

Update Column (E) Prepayment, Advance, Dates, Notes, Etc. for any information regarding a prepayment amount and/or activity.

3. After your trip:

Complete SECTION III - EXPENSE AND PAYMENT SECTION.

Please complete both Column (C) ACTUAL EXPENSES as follows:

1. Mileage - In column (C) indicate the actual expense (number of actual miles multiplied by the current rate).
2. Commercial Transportation - In column (C) indicate the actual expense of the transportation.
3. Per Diem Allowance - In column (C) indicate the actual expense of the lodging (number of days multiplied by the per diem rate allowed).
4. Meals - In column (C) indicate the actual Per Diem use. This is commonly the same as receipts are no longer required. However, if a change in the number of days became necessary, the per diem would need to be adjusted.
5. Conference/Course Registration Fees - Please indicate the actual costs in column (C).
6. Rental Vehicle and Related Gas/Oil - Please indicate the actual costs in column (C).
7. Ground Transportation: Please indicate the actual cost in column (C).
8. Incidentals - Please indicate the actual costs of all incidentals in column (C). Please note a maximum of \$2.00 per each 24 hours can be authorized. This is commonly the same as the estimated. However, if a change in the number of days became necessary, the incidental allowance would need to be adjusted.
9. Other - Please indicate any other actual expenses that may have become evident. Please provide a description of the need and actual costs in column (C).

Enter the total of all numbers above in cell (G) Total.

Review column (G) and (H) to determine the following:

Attachment B

- ✓ If column (G) exceeds column (H) then the County/Special District is required to reimburse the traveler.
- ✓ If column (H) exceeds column (G) then the traveler is required to reimburse the County/Special District by that value.

Complete SECTION IV – APPROVAL SECTION.

If the County/Special District is required to reimburse the traveler, indicate the Earning Code on the form and provide the information to the individual within the Department/Special District responsible for payroll.

If the traveler is required to reimburse the County/Special District, please enter the appropriate earnings code for reimbursement to County/Special District or obtain a personal check from the traveler and indicate the check number of on TAER. Deposit the check against the original accounting string utilize to provide the advance to the traveler. This is typically the same accounting information contained in SECTION I.

Submit the form to the appropriate individual for the following authorizations:

Signature of Traveler – A signature on this line is indicating the agreement with the following statement “I certify that the preceding is a true statement of actual expenses incurred in the performance of County business”.

Post-Travel Authorization.

Attachment C

MARICOPA COUNTY TRAVELER'S PER DIEM WORK SHEET

(To be filed with the Travel Authorization and Expense Report)

Traveler(s): _____
 Destination: _____
 Travel Dates: _____

Federal Lodging Rate: \$ _____
 M&I E Allowance \$ _____

Total Federal Per Diem:

MEALS & INCIDENTALS BREAKDOWN					
(as revised in Amendment 75 Of the Federal Travel Regulation, dated Dec 2, 1998, and effective Jan 1, 1999)					
M&I E	\$30	\$34	\$38	\$42	\$46
Breakfast	6	7	8	9	9
Lunch	6	7	8	9	11
Dinner	16	18	20	22	24
Incidentals	2	2	2	2	2

Departure time = 2.5 hrs. prior to plane departure

Return time = 1 hr following plane arrival

Per Diem Calculation			Breakfast	Lunch	Dinner	Incidentals
Date/Time	Prorated %	Total				
Total						

Put an "X" in each quarter of departing/returning day that applies:

Partial Travel Days		Depart Day	Return Day
1st Quarter	12:01a.m. - 6:00a.m.		
2nd Quarter	6:01a.m. - 12 noon		
3rd Quarter	12:01p.m. - 6:00p.m.		
4th Quarter	6:01p.m. - Midnight		

Method for Prorating Meal rate for Partial Days:

In computing the per diem allowance for a partial day, the calendar day (midnight to midnight) will be the unit. For each 6-hour period (or fraction thereof at the beginning or end of a partial travel day) that the employee is in trav status on that day, one-fourth of the applicable meal rate will be allowed.

Attachment D

Instructions Relating To Traveler's Per Diem Work Sheet

The following instructions are to be utilized in conjunction with the Traveler's Per Diem Work Sheet.

1. Enter the Traveler(s) Name:
2. Enter the Destination:
3. Enter the Travel Dates:
4. Enter the Federal Lodging Rate as authorized in the Federal Travel Management Policy (FTMP) located at www.policyworks.gov.

For the next phase of the instructions, consider the travel times to be as follows:

12/2/02 Per Diem calculated from 11:00 A.M. (flight departs @ 1:30 P.M.)

12/5/02 Per Diem calculated to 10:00 A.M. (flight arrives @ 9:00 A.M.)

5. Prior to completing the Per Diem Calculation, it is necessary to determine the Prorated %. This is done by utilizing the Partial Travel Days table at the bottom of the form. Please review the example below.

Put an "X" in each quarter of departing/returning day that applies:

Partial Travel Days		Depart Day	Return Day
1st Quarter	12:01 a.m. - 6:00 a.m.		X
2nd Quarter	6:01 a.m. - 12 Noon	X	X
3rd Quarter	12:01 p.m. - 6:00 p.m.	X	
4th Quarter	6:01 p.m. - Midnight	X	

In computing the per diem allowance for a partial day, the calendar day (midnight to midnight) will be the unit. For each 6-hour period (or fraction thereof at the beginning or end of a partial travel day) that the employee is in travel status on that day.

In the example (table) above the first day of travel (departure day) is entitled to 75% of the authorized Per Diem for that day. The return day of travel is entitled to 50% of the authorized Per Diem.

Attachment D

The example below has included the Prorated % rates as defined on the previous page. As defined below the traveler is entitled to \$110.50 for meals and incidentals.

Departure time = 2.5 hrs. prior to plane departure

Return time = 1 hr following plane arrival

34.00 Authorized By FTMP

<i>Per Diem Calculation</i>			Breakfast	Lunch	Dinner	Incidentals
Date/Time	Prorated %	Total				
12/2/02 @ 11:00 A.M. (flight @ 1:30P.M.)	75%	\$ 25.50	7.00	7.00	18.00	2.00
12/3/02 Entire Day	100%	\$ 34.00	7.00	7.00	18.00	2.00
12/4/02 Entire Day	100%	\$ 34.00	7.00	7.00	18.00	2.00
12/5/02 @ 10:00 A.M. (flight @ 9:00A.M.)	50%	\$ 17.00	7.00	7.00	18.00	2.00
Total		\$ 110.50	28.00	28.00	72.00	8.00

Attachment E

TO:

FROM:

SUBJECT:

DATE:

I would like to request authorization to attend the following training/conference/seminar:

Employee Name _____

Employee I D Number _____

Employee Department & Phone Number _____

Purpose of Travel _____

Name of Seminar/Conference/Other _____

Location of Seminar/Conference/Other _____

Registration Cost _____

Date that Seminar/Conference/Other Begins _____

Date that Seminar/Conference Ends _____

Number of days that overnight lodging is required _____

Type of transportation required (air, rail, bus, etc.) _____

Ground transportation needed (rental vehicle, taxi, etc.) _____

Please indicate approval to attend the training/conference/seminar by signing below:

Approval Authority Authorization

:

Attachment F

TO:

FROM:

SUBJECT:

DATE:

Travel Description: _____

Travel Dates: _____

Name of traveler: _____

FTMP Authorized Lodging Rate: _____

Requested Lodging Rate: _____

I request a waiver to the FTMP lodging rate as it is in the best interest of Maricopa County for the traveler to stay at the host hotel. The conference or training is at the facility requested and the cost of a rental car or cab rides to the facility would equal or exceed the lodging rate listed in FTMP.

Please indicate approval to register at the host hotel for the reason(s) defined above by signing below.

_____ Approved

_____ Denied

Authorized Signature

Attachment G

Date

XYZ Training Corporation
1234 N. Northern
Phoenix, AZ 85003

I would like to register the staff members listed below to attend the following:

Conference/Seminar Information:

Description: _____

Location: _____

Dates: _____

Code: _____

Individual Cost: _____

Total Cost: _____

I am registering the staff members using the county-issued MasterCard XXXX XXXX XXXX XXXX that has been assigned to me. The expiration date is MM/YY. This should expedite payment to you. Please issue to me a receipt for this transaction.

If you have any questions, I can be reached at the following:

John Doe, Travel Coordinator
602-506-1234 or by email at jdoe@mail.maricopa.gov.

Attendees:

NAME	NAME
NAME	NAME
NAME	NAME
NAME	NAME

Attachment H

Date

XYZ Training Corporation
1234 N. Northern
Phoenix, AZ 85003

Please use this as your authority to charge the room and room tax only for the following lodging requirements on the Master Card listed below:

Lodging Information:

Location: _____

Arrival Date: _____

Departure Date: _____

Confirmation Number: _____

The total amount of the charge should not exceed \$ _____

Bank of American MasterCard: _____ Expiration Date: _____

John Doe for Maricopa County (Card is listed under this name, it is a Corporate Card)

Any phone calls, movies, meals, additional personal charge, etc. must be paid for by traveler at check out and not billed to the Mastercard. A copy of this letter has been sent to the traveler.

Your cooperation in this matter is greatly appreciated.

John Doe
Travel Coordinator
Maricopa County

:

Attachment I

MARICOPA COUNTY TRAVEL GUIDELINES

- A Travel Authorization and Expense Report must be approved before you travel.

TICKETLESS TRAVEL:

- Your flight itinerary will be provided to you.
- ***BE SURE TO TAKE PICTURE ID WITH YOU TO THE AIRPORT!***
- PROVIDE A COPY OF THE TRAVEL STUB TO TRAVEL COORDINATOR UPON RETURN FROM YOUR TRIP!

HOTEL STAY:

- A copy of the hotel letter will be provided to the hotel where you are staying.
The County/Special Districts pay room & room tax only!!
- You are responsible for any ***personal expenses*** such as food, movies, phone calls, etc. on your hotel bill and must be cleared from the bill at checkout.
- ***Business expenses***, such as phone calls, faxes, copies etc., may be left on the bill or submitted after your trip for reimbursement.
- *** BE SURE TO GET AN ITEMIZED COPY OF THE HOTEL RECEIPT AT CHECKOUT AND RETURN IT TO THE TRAVEL COORDINATOR!

REIMBURSEMENT:

- Incidentals are paid @ \$2.00/day (i.e. tips, parking fees, tolls, etc.)
- Buses, taxis, & shuttles are reimbursable – save original receipts
- Rental vehicles are paid with the p-card or your personal credit card depending on the circumstances – SAVE ALL ORIGINAL RECEIPTS
- PROVIDE ALL ORIGINAL RECEIPTS TO TRAVEL COORDINATOR UPON RETURN FROM YOUR TRIP!

PER DIEM:

- M&IE (meals and incidental expenses) are paid according to Federal Travel Management Policy (FTMP) –“Domestic Per Diem Rates” (www.policyworks.gov) and Maricopa County policy number A2313. A traveler is entitled to the full per diem rate, or prorated, if applicable, per day as stated in the policy.
- Receipts for meals are not required.
- A Travel Authorization and Expense Report must be completed upon your return.

HAVE A FUN & SAFE TRIP!